

**Mandatory Reference: 519**

**Supplementary Reference: N/A**

**File Name: DRCD 8\519514m1**

### **INSTRUCTIONS FOR PREPARING FURNITURE AND EQUIPMENT FOR RELOCATION**

- A. At the request of the moving office, M/AS/PMD arranges for the necessary cardboard moving boxes and tags or masking tape to be delivered to the moving office in advance of the moving date. Moving boxes are not to be placed on furniture, and material packed in boxes is not to project above the top edges.
- B. Each moving box, office machine and item of furniture is to be individually tagged or marked. Tags must be placed on the side--not the top--of moving boxes. Tags must show the name of the person to whom assigned, new room or bay numbers, and the building to which the items are to be moved. Color coding will be used when appropriate.
- C. File cabinets, transfer cases and supply cabinets are numbered consecutively in the order in which they are to be placed as shown on the equipment layout. Each section of sectional furniture is marked with a unit number and letter starting with the bottom section.
- D. The sliding retainers inside the drawers of file cabinets and record and transfer cases are drawn up tightly. It is not necessary to secure drawers of this equipment by cord or wire.
- E. Small articles are to be packed in boxes. All articles are to be removed from desks, tables or other insecure places and packed in boxes, and all liquids tightly capped.
- F. Supply cabinets, heavily loaded or poorly constructed file cabinets, bookcases without doors, and the top drawer of map and chart cases are to be emptied and the contents packed in boxes.
- G. All typewriters, adding machines and similar equipment are tagged and left in an exposed position, preferably off the floor, for the movers. Typewriters and other office machines are not to be concealed in closed typewriter compartments of desks. Office machines are not to be placed in boxes.
- H. Mirrors, pictures and maps suspended from picture moldings may be left in place and movers will take them down. All such items are to be tagged, however.
- I. Movement of personal items such as plants, coffee pots, etc., are the responsibility of individual employees and these items will not be handled by the movers.

- J. For each move, M/AS/PMD normally designates a member of its staff as Project Manager. The latter provides guidance on preparing automated data processing (ADP) equipment for the move and, when necessary, arranges for special labor services to move certain kinds of ADP equipment.

(NOTE: The preparations described above are normally the responsibility of the personnel assigned to the organization which is being moved. However, where special problems occur, M/AS/PMD specialists will provide assistance. Consult the "USAID/W Directory of Services", included as Section E in the USAID electronic telephone directory, or contact the move Project Manager in M/AS/PMD.)

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